

# The DLA Telework Program

## Orientation



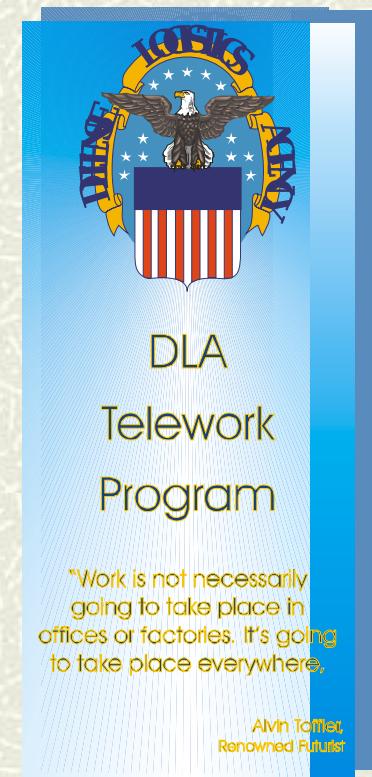
# Objective

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**To provide you with basic knowledge about DLA's Telework Program.**

# DLA Telework Program Brochure

- # Contains information about the DLA Telework Program
- # Transparencies =  
**[www.dtc.dla.mil/Telework/Orientation](http://www.dtc.dla.mil/Telework/Orientation)**



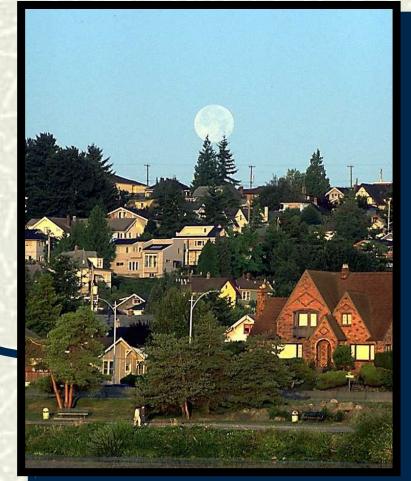
# **DLA Telework Policy**

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**The DLA telework policy is the foundation of the DLA Telework Program, and all DLA telework training.**

# Definition of Telework (Flexiplace, Telecommuting)

**A work arrangement in which employees work away from their traditional offices at alternate sites.**



# Concerns

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- # Increases in air pollution and traffic congestion
- # Decreases in time for employees to devote to their families and communities



# Telecommuting/Telework

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- # Programs
- # General Services Administration (GSA)
- # Office of Personnel Management (OPM)
- # Other Federal agencies
- # Private industry



# Enactment

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**With the enactment of Public Law 103-346, all Federal agencies, including DoD/DLA, under the guidance of OPM, have begun to establish their own telework policies.**

# Who Does Telework Benefit?

- # The employer
- # The employee
- # Society overall



# Telework Benefits DLA

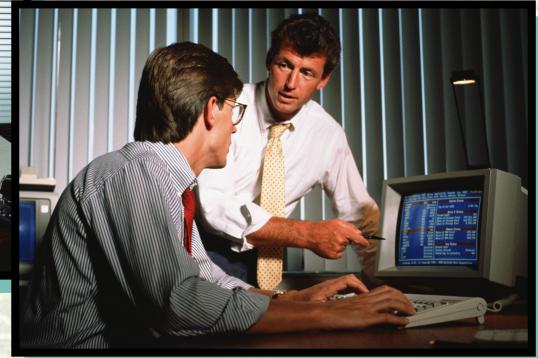
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- # Enhances recruitment
- # Helps retain qualified individuals



# Telework Benefits DLA Employees

- # Reduces travel time and associated travel expenses
- # Gives more flexibility, thereby increasing job satisfaction



# Telework Benefits Society

## Telework reduces

- # traffic congestion, and
- # air pollution.



# **DLA Telework Program**

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**A program in which eligible DLA employees who occupy positions that are determined eligible for teleworking, will have the opportunity to perform their official duties in their homes or at a nearby telecenter.**

# Two Types of Telework

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## # **Regular and recurring arrangement—**

Working at an alternative worksite according to a previously approved schedule, e.g., a teleworker is scheduled to telework every Tuesday.

## # **Periodic or intermittent arrangement—**

Working at an alternative worksite for infrequent periods of time, e.g.,

- a short-term work assignment
- during office renovation, or
- during dangerous travel conditions.

# Telecenters

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**Facilities established for use by teleworkers that have workspaces with**

- # computers
- # printers, and
- # other common office equipment.



# Home Worksite

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## Employees will be:

- # Required to designate one area in their home as their official worksite/home office.
- # Responsible for maintaining a worksite atmosphere in which
  - childcare and elder-care arrangements will be made in advance, and
  - personal business will be kept to a minimum.

# Home Worksite—Safety

**Offices in teleworkers' homes must have sufficient**

- # workspace
- # light
- # telephone service, and
- # power.



# Home Worksite— Equipment

- # Teleworkers will be responsible for the maintenance and repair of their own computer equipment.
- # DLA is responsible for the maintenance and repair of Government-furnished equipment.



# Home Worksite— Equipment, Continued

- # Employees may use their personal computer equipment, but appropriate security software and security procedures must be in place to avoid any impact to the DLA environment.



# **Voluntary Participation**

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**Participation in the DLA Telework Program is voluntary—not an employee right.**



# **Eligible Position**

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**A position eligible for telework involves duties that**

- # are portable
- # are not dependent on an employee's being at the official duty station, and
- # can be performed at an alternative worksite without impairing DLA's mission.

# Job Duties that May Be Suited for Telework

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- # Performing data analysis
- # Reviewing grants or cases
- # Performing computer-oriented tasks
- # Writing decisions or reports
- # Obtaining information, following-up on participants in a study
- # Editing or proofreading reports
- # Developing specifications
- # Performing legislative research

# Job Duties that May Not Be Suited for Telework

## Employees who need:

- # Daily and/or extensive face-to-face contact with the supervisor, other employees, clients, the general public, or team members.
- # Frequent access to material that cannot be moved from the regular office.
- # To travel extensively.
- # Frequent technical assistance when using computer applications.
- # To process classified information.

# **Eligible to Participate**

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**To be eligible means that employee must meet certain criteria.**

# **Employees' Eligibility Criteria**

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- # Work performance at the fully successful level.
- # No current leave restriction letter or written reprimand.
- # No suspension/demotion within 2 years.
- # Assigned to a field activity for at least 90 days or a new position at the same field activity for at least 30 days.
- # Official duties can be performed at an alternative worksite without impairing DLA's mission.

# Ideal Teleworker Characteristics

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- # Be organized and a self-starter.
- # Be conscientious and highly disciplined.
- # Need little supervision.
- # Have a history of reliable and responsible work performance.
- # Be able to establish priorities and manage time.

# Objective

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**You have now been provided with basic knowledge about DLA's Telework Program.**

# Questions to Ask Yourself

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- # Does teleworking interest me?
- # Am I eligible to participate in telework?
- # Are my job duties suited to working at an alternative site?

# Follow-on Telework Training

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- # ½-day training session for eligible employees
- # ½-day training session for supervisors

# Mandatory Training Requirement

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**It is mandatory for eligible employees and supervisors to take the ½-day training session before they can telework.**

# Questions and Answers

